

Vacation Carryover Above the Allowable Maximums

The CSU vacation accrual policy (Title 5) dictates forfeiture of vacation leave credits that exceed the allowable maximums on January 1. These maximums are based on the individual collective bargaining unit agreements and years of service for represented employees, and CSU policy for non-represented.

Below is information regarding the conditions when employees may be permitted to carry over vacation credits above the allowable maximums into the next calendar year. Also provided is a chart reflecting the maximum hours for carryover and the time limits during which employees must utilize the excess carryover.

Conditions for Carryovers Above the Maximums

An employee shall be permitted to carryover more than allowable credits when the employee was prevented from taking enough vacation to reduce the credits because the employee:

1. Was required to work as a result of fire, flood, or other extreme emergency;
2. Was assigned work of priority or critical nature over an extended period of time;
3. Was absent on full salary for compensable injury; or
4. Was prevented from using vacation previously scheduled to be taken in December because of being on paid sick leave.

Carryover Maximums and Utilization Timelines

Collective Bargaining Unit/Employee Group	CBA Provision Reference	Maximum Hours for Carryover with Ten Years of Service or Less	Maximum Hours for Carryover with More than Ten Years of Service	Carryover Utilization Deadline
UAPD – Unit 1	22.2(d)	320	440	March 31 st
CSUEU – Units 2, 5, 7 & 9	14.6, 14.9	320	440	June 30 th
CFA – Unit 3	34.6, 34.7, 34.8	320	440	March 31 st
APC – Unit 4	26.7, 26.10, 26.11	320	440	June 30 th
Teamsters 2010 – Unit 6	16.2(e)	320	440	March 31 st
SUPA – Unit 8	18.4*	320	440	March 31 st
MPP	Title 5, §42726 and §42909	384	440	March 31 ST
Confidential	Title 5, §42909	384	440	March 31 st

**SUPA employees shall be permitted to carryover no more than eighty (80) hours of vacation credits in excess of the applicable maximum if they meet the eligibility criteria.*

Procedures and Submittal Timeline for Authorizing Carryovers Above the Maximums

To authorize an employee to have vacation carryover above the maximum, please submit a Vacation Carryover Request Form to Payroll Services. All excess vacation must be used no later than March 31st or June 30th, dependent on employee group/bargaining unit. The request must include the signed approval of the HEERA manager and the division's vice president and be received by Payroll Services no later than January 31st.

Vacation Carryover Request Form

Eligibility

An employee *may* be permitted to carry over more than the allowable credits when the employee was prevented from taking enough vacation to reduce the credits due to one of the following reasons:

- ☐ Was required to work as a result of fire, flood, or other extreme emergency; or
- ☐ Was assigned work of priority or critical nature over an extended period of time; or
- ☐ Was absent on full salary for *compensable* injury; or
- ☐ Was prevented from using vacation previously scheduled to be taken in December because of being on paid sick leave.

Instructions

- **Employee:** Complete Section I, check the appropriate box above, and submit the request form to your Dean/Director.
- **Dean/Director:** Complete Section II. If you recommend approval, sign and date the request form and forward it to the Vice President.
- **Vice President:** Complete Section III: Send the original to the Payroll Services, and a copy to the Dean/Director.

Section I - EMPLOYEE	
NAME: _____ BRONCO ID: _____	
DEPARTMENT: _____ TOTAL HOURS TO BE CARRIED OVER: _____	
<p>I understand that, if approved, the carryover hours must be used within the following timeframe:</p> <ul style="list-style-type: none"> • Collective Bargaining Unit 1 (UAPD), Unit 3 (CFA), Unit 6 (Teamsters), and Unit 8 (SUPA): Within the first quarter of the next calendar year (e.g. excess vacation credits on December 31st must be used by March 31st of the following year). • Collective Bargaining Units 2, 5, 7 & 9 (CSUEU) and Unit 4 (APC): Within the second quarter of the next calendar year (e.g. excess vacation credits on December 31st must be used by June 30th of the following year). • Management and Confidential: Within the first quarter of the next calendar year (e.g. excess vacation credits on December 31st must be used by March 31st of the following year). 	
Employee Signature: _____	Date: _____
Section II – DEAN/DIRECTOR	
Approval Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dean/Director Signature: _____	Date: _____
Section III – VICE PRESIDENT	
Approval Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vice President Signature: _____	Date: _____
Section IV – PAYROLL	
AM Balance Adjustment: <input type="checkbox"/> Yes	Carryover Taken: AM <input type="checkbox"/> Yes
Number of Hours Forfeited: _____	Balance Adjustment: <input type="checkbox"/> Yes
Payroll Tech: _____	